



WELLOGIC 2.0 START-UP GUIDE

SOFTWARE REQUIREMENTS

- Browser
 - Internet Explorer 8 or higher
 - Firefox 3.6 or higher
 - Google Chrome
- Adobe Reader

LOGGING IN

- Wellogic's website address is: <http://www.deq.state.mi.us/wellogic>.
- You will be required to do the following the first time you log-in:
 - Change your password.
 - Passwords must be at least 5 characters long and contain at least one lowercase character.
 - Answer 5 challenge questions (e.g. first pet's name, high school name, etc.). The challenge question answers will be needed if you forget your password and need to have it reset.
 - Select 5 questions. You can click 'View More Questions' to see more options.
 - Click Continue, then answer the questions in the boxes provided.

SEARCHING AND PRINTING RECORDS

- You are able to search for well records without logging in, but you must log-in with a user ID and password to submit or modify well records.
- You can search for water well and pump records and abandoned well plugging records. The "Search Type" defaults to water well records. You are limited to retrieving only 100 records at a time. If more than 100 records are retrieved, Wellogic will tell you that you will need to add additional criteria to narrow your search.
- Some fields, such as well address and well owner, are wildcard fields. The best way to use these fields is to enter only the main part of the search term (street name, owner last name). For example, to search on the well address 100 Main Street, enter only the street name, Main. This will retrieve every record with Main in the well address, instead of limiting you to those that were entered exactly as 100 Main Street.
- In the search results, you can click on the individual Well ID link to retrieve just one record. To view multiple records, choose several records or click "select all" and then click on "View/Print All Selected". A small window will appear. Click the 'Open' button and the records will open in Adobe Reader where they can be viewed and printed.

SUBMITTING WELL RECORDS

- The water well and abandoned water well data entry consists of a series of tabs, each recording unique information about the well drilling, pump installation, well deepening, or well plugging.
- While not all fields in Wellogic's data entry are required, records cannot be submitted unless all required fields are filled-in. Contractors must complete all necessary fields based on the construction of the well and the local health department submittal requirements.

- Required fields that are skipped will result in the field turning red, the tab having a red dog ear, and an error being displayed when attempting to submit the record.
- Validations are also performed as data is being entered and submitted. For example, if a user enters "abc" in the well depth field, a message will appear next to the field stating that the entry must be a number. Also, for example, when the record is submitted an error will appear if the geology isn't equal to or greater than the well depth. All validation errors must be resolved before the record can be saved.
- After completing the required tabs, click "Submit". A confirmation screen will indicate the Well ID of the newly created record.
- Contractors, for more detailed instructions on submitting well records into Wellogic, refer to the "Contractor User Manual" which is available on the website under Help:Documents/Links.

HELPFUL HINTS FOR SUBMITTING RECORDS

- ✓ With the exception of Oakland County, you do not have to mail a paper copy of the well record to the local health department if it is submitted into Wellogic.
- ✓ Once a well record has been entered, a Contractor has **10 days** to make any changes to it provided the record was submitted within the 60 day submittal requirement. To make changes to records, click on the "'Well Records Available to Modify" tab. Click on the Well ID of the record you wish to modify. Make the changes to the record and click "Resubmit Record. The modified record will be saved under the same Well ID.
- ✓ All pick lists in Wellogic allow the user to enter the first letter of their choice. The pick list will cycle through all choices that begin with that letter. This allows the user to more quickly identify and select the appropriate item.
- ✓ To select more than one option on a multiple select pick list, hold down the control (Ctrl) key and use your mouse to make the selections.
- ✓ Some pick lists have an "Other" option if the item is not on the pick list. If "Other" is selected, a notepad will be displayed next to the field. Click on the notepad, enter the remarks, and then click "Ok".
- ✓ All date fields can be entered in various formats. For example, May 6, 2010 can be entered as 5/6/2010 or 05/06/2010. The month and day can be 1 or 2 digits. The year must always be 4 digits. You will need to type in the slashes. You can also choose the date from a calendar, which will show up automatically.
- ✓ Contractors can, at any time, add the pump and pressure tank information to a well record they previously submitted.

CONTACTS

- The best way to contact the Wellogic Help is by sending an email to: wellogic@michigan.gov.
- Phone contacts are: Anita @ 517-241-1412 or Ronda @ 517-241-1380